

WHAT IS CLAIMED IS:

1. An information processing apparatus  
comprising:

transmission means for transmitting object  
5 information that is to be processed;

object information storage means for storing said  
object information that is to be processed;

display means for displaying as a list said object  
information that is stored in said object information  
10 storage means;

object information selection means for selecting  
object information from said list of object  
information;

destination designation means for designating a  
15 transmission destination for said object information  
that is to be processed;

transmission method selection means for selecting  
a first transmission method or a second transmission  
method; and

20 control means for, when said first transmission  
method is selected by said transmission method  
selection means, permitting said transmission means to  
copy from said object information storage means said  
object information selected by said object information  
25 selection means, and, when said second transmission  
method is selected by said transmission method  
selection means, for permitting said transmission means

to extract, from said object information storage means,  
said object information that is selected by said object  
information selection means, and to transmit said  
object information to said transmission destination  
5 that is designated by said transmission designation  
destination means.

2. An information processing apparatus according  
to claim 1, wherein said object information storage  
10 means stores object information before execution of  
said object information has been performed.

3. An information processing apparatus according  
to claim 1, wherein said object information storage  
15 means stores object information before execution of  
said object information has been performed.

4. An information processing apparatus according  
to claim 3, wherein said object information storage  
20 means stores the type of process in conjunction with  
object information.

5. An information processing apparatus according  
to claim 4, wherein said object information storage  
25 means stores, as different process types, transmission  
processes that respectively use said first transmission  
process and said second transmission process.

6. An information processing apparatus according to claim 1, further comprising:

password setup means for setting a password for object information.

5

7. An information processing apparatus according to claim 6, wherein said destination designation means is capable of designating a plurality of recipients, and said password setup means is capable of establishing a unique password for each of said recipients.

10

8. An information processing apparatus according to claim 1, further comprising:

15

process setup means for setting up a process that said transmission destination is to perform for said object information.

20

9. An information processing apparatus according to claim 6, wherein said process setup means also sets the time at which said transmission destination will perform a process.

25

10. An information processing method comprising:  
a display step of displaying, as a list, object information that is stored in an object information storage unit for storing said object information that

is to be processed;

an object information selection step of selecting object information from said list of object information;

5 a destination designation step of designating a transmission destination for said object information that is to be processed;

a transmission method selection step of selecting a first transmission method or a second transmission method; and  
10

a transmission step of, when said first transmission method is selected at said transmission method selection step, copying from said object information storage unit said object information  
15 selected at said object information selection step, and of, when said second transmission method is selected at said transmission method selection step, extracting from said object information storage unit said object information that is selected at said object information  
20 selection step, and transmitting said object information to said transmission destination that is designated at said transmission designation destination step.

25 11. An information processing method according to claim 10, wherein said object information storage unit stores object information before execution of said

object information has been performed.

12. An information processing method according to  
claim 10, wherein said object information storage unit  
5 stores object information before execution of said  
object information has been performed.

13. An information processing method according to  
claim 12, wherein said object information storage unit  
10 stores the type of process in conjunction with object  
information.

14. An information processing method according to  
claim 13, wherein said object information storage unit  
15 stores, as different process types, transmission  
processes that respectively use said first transmission  
process and said second transmission process.

15. An information processing method according to  
20 claim 10, further comprising:

a password setup step of setting a password for  
object information.

16. An information processing method according to  
25 claim 15, wherein a plurality of recipients are capable  
of being designated at said destination designation  
step, and a unique password for each of said recipients

is capable of being established at said password setup step.

17. An information processing method according to  
5 claim 10, further comprising:

a process setup step of setting up a process that  
said transmission destination is to perform for said  
object information.

10 18. An information processing method according to  
claim 15, wherein the time at which said transmission  
destination will perform a process is also set at said  
process setup step.

15 19. A storage medium on which is stored a  
program, which comprises:

a display step of displaying, as a list, object  
information that is stored in an object information  
storage unit for storing said object information that  
20 is to be processed;

an object information selection step of selecting  
object information from said list of object  
information;

a destination designation step of designating a  
25 transmission destination for said object information  
that is to be processed;

a transmission method selection step of selecting

a first transmission method or a second transmission method; and

5 a transmission step of, when said first transmission method is selected at said transmission method selection step, copying from said object information storage unit said object information selected at said object information selection step, and  
10 of, when said second transmission method is selected at said transmission method selection step, extracting from said object information storage unit said object information that is selected at said object information selection step, and transmitting said object information to said transmission destination that is designated at said transmission designation destination  
15 step.

20. An information processing apparatus comprising:

20 transmission means for transmitting object information that is to be processed;

object information storage means for storing said object information in conjunction with a corresponding execution time and a corresponding transmission destination;

25 display means for displaying as a list object information that is stored in said object information storage means;

object information selection means for selecting  
object information from said object information list;

change means for changing a setup that is stored  
in said object information storage means in conjunction  
5 with said object information selected by said object  
information selection means; and

control means for permitting said transmission  
means to transmit said object information, which is  
stored in said object information storage means, to  
10 said transmission destination and at said execution  
time that are stored in said object information storage  
means in conjunction with said object information.

21. An information processing apparatus according  
15 to claim 20, wherein said change means changes into one  
for immediate execution said execution time for said  
object information that is selected.

22. An information processing apparatus according  
20 to claim 20, further comprising:

time designation means for designating a time,  
wherein said change means changes into said time that  
is designated by said time designation means said  
execution time for said object information that is  
25 selected.

23. An information processing apparatus according



to claim 20, further comprising:

addition means for, instead of changing said execution time for said object information that is selected, adding to said object information storage means a process for carrying out said selected object information at a time different from said execution time.

24. An information processing apparatus according to claim 23, wherein said addition means adds a process for immediately executing said selected object information.

25. An information processing apparatus according to claim 23, further comprising:

time designation means for designating a time, wherein said addition means adds a process for executing said selected object information at the time designated by said time designation means.

20

26. An information processing apparatus according to claim 20, whereby said change means cancels processing for said object information that is selected.

25

27. An information processing apparatus according to claim 26, further comprising:

history storage means for storing a history of the execution of object information,

wherein, when the execution of said object information that is selected is canceled by said change means, the history of said cancellation is stored in said history storage means.

28. An information processing apparatus according to claim 20, wherein said change means changes said transmission destination for said object information that is selected.

29. An information processing method comprising:  
a display step of displaying as a list object information that is stored in an object information storage unit for storing said object information in conjunction with a corresponding execution time and a corresponding transmission destination;

an object information selection step of selecting object information from said object information list;

a change step of changing a setup that is stored in said object information storage unit in conjunction with said object information selected at said object information selection step; and

a transmission step of transmitting said object information, which is stored in said object information storage unit, to said transmission destination and at

said execution time that are stored in said object information storage unit in conjunction with said object information.

5           30. An information processing method according to claim 29, wherein at said change step, said execution time for said object information that is selected is changed into one for immediate execution.

10           31. An information processing method according to claim 29, further comprising:

          a time designation step of designating a time, wherein at said change step, said execution time for said object information that is selected is changed  
15 into said time that is designated at said time designation step.

          32. An information processing method according to claim 29, further comprising:

20           an addition step of, instead of changing said execution time for said object information that is selected, adding to said object information storage unit a process for carrying out said selected object information at a time different from said execution  
25 time.

          33. An information processing method according to

claim 32, wherein a process for immediately executing said selected object information is added at said addition step.

5           34. An information processing method according to claim 32, further comprising:

          a time designation step of designating a time, wherein said addition step adds a process for executing said selected object information at the time designated  
10       at said time designation step.

          35. An information processing method according to claim 29, wherein processing for said object information that is selected is canceled at said change  
15       step.

          36. An information processing method according to claim 35, further comprising:

          a history storage step of storing, in said history  
20       storage unit, a history of the execution of object information in conjunction with a process type,

          wherein, when the execution of said object information that is selected is canceled at said change step, at said history storage step the history of said  
25       cancellation is stored in said history storage unit.

          37. An information processing method according to

claim 29, wherein said transmission destination for said object information that is selected is changed at said change step.

5           38. A storage medium on which is stored a program, which comprises:

          a display step of displaying as a list object information that is stored in an object information storage unit for storing said object information in  
10       conjunction with a corresponding execution time and a corresponding transmission destination;

          an object information selection step of selecting object information from said object information list;

          a change step of changing a setup that is stored  
15       in said object information storage unit in conjunction with said object information selected at said object information selection step; and

          a transmission step of transmitting said object information, which is stored in said object information  
20       storage unit, to said transmission destination and at said execution time that are stored in said object information storage unit in conjunction with said object information.

25           39. An information processing apparatus comprising:

          print queue storage means for storing object

information to be printed;

printing means for printing said object  
information stored in said print queue storage means;

object information storage means for storing  
5 object information in conjunction with time information  
specifying a printing time for said object information;

transfer means for transferring said object  
information from said object information storage means  
to said print queue storage means in accordance with  
10 said time information that is stored in said object  
information storage means in conjunction with said  
object information;

display means for displaying as a list said object  
information that is stored in said print queue storage  
15 means;

object information selection means for selecting  
object information from said object information list;  
and

moving means for moving, from said print queue  
20 storage means to said object information storage means,  
said object information that is selected by said object  
information selection means.

40. An information processing apparatus according  
25 to claim 39, further comprising:

execution time setup means for setting an  
execution time for said object information that is

selected by said object information selection means,

wherein said moving means stores said object  
information in said object information storage means in  
conjunction with said execution time that is set as  
5 said time information.

41. An information processing apparatus according  
to claim 39, further comprising:

pending time setup means for setting a pending  
10 time for the execution of said object information that  
is selected by said object information selection means,  
wherein said moving means stores said object  
information in said object information storage means in  
conjunction with said pending time that is set as said  
15 time information.

42. An information processing apparatus according  
to claim 39, wherein said pending time setup means  
employs the length of a pending period as said pending  
20 time.

43. An information processing apparatus according  
to claim 39, wherein said pending time setup means  
employs the end of a pending period as said pending  
25 time.

44. An information processing method comprising:

a printing step of printing object information that is stored in a print queue for storing object information to be printed;

an object information storage step for storing  
5 object information;

a transfer step of transferring said object information, which is stored in an object information storage unit in conjunction with time information specifying a printing time for said object information,  
10 to said print queue in accordance with said time information that is stored in conjunction with said object information;

a display step of displaying as a list said object information that is stored in said print queue;

15 an object information selection step of selecting object information from said object information list;  
and

a moving step of moving, from said print queue to said object information storage unit, said object  
20 information that is selected at said object information selection step.

45. An information processing method according to claim 44, further comprising:

25 an execution time setup step of setting an execution time for said object information that is selected at said object information selection step,



wherein at said moving step, said object information is stored in said object information storage unit in conjunction with said execution time that is set as said time information.

5

46. An information processing method according to claim 44, further comprising:

a pending time setup step of setting a pending time for the execution of said object information that is selected at said object information selection step,  
10 wherein at said moving step, said object information is stored in said object information storage unit in conjunction with said pending time that is set as said time information.

15

47. An information processing method according to claim 44, wherein at said pending time setup step, the length of a pending period is employed as said pending time.

20

48. An information processing method according to claim 44, wherein at said pending time setup step, the end of a pending period is employed as said pending time.

25

49. A storage medium on which is stored a program, which comprises:

a printing step of printing object information that is stored in a print queue for storing object information to be printed;

an object information storage step for storing  
5 object information;

a transfer step of transferring said object information, which is stored in an object information storage unit in conjunction with time information specifying a printing time for said object information,  
10 to said print queue in accordance with said time information that is stored in conjunction with said object information;

a display step of displaying as a list said object information that is stored in said print queue;

15 an object information selection step of selecting object information from said object information list;  
and

a moving step of moving, from said print queue to said object information storage unit, said object  
20 information that is selected at said object information selection step.

50. An information processing apparatus comprising:

25 printing means for printing object information that is to be processed;

object information storage means for storing said

object information in conjunction with a corresponding execution time;

display means for displaying as a list object information that is stored in said object information storage means;

object information selection means for selecting object information from said object information list;

change means for changing said execution time that is stored in said object information storage means in conjunction with said object information selected by said object information selection means; and

control means for permitting said printing means to print said object information stored in said object information storage means at said execution time that is stored therein in conjunction with said object information.

51. An information processing apparatus according to claim 50, wherein said change means changes into one for immediate execution said execution time for said object information that is selected.

52. An information processing apparatus according to claim 50, further comprising:

time designation means for designating a time, wherein said change means changes into said time that is designated by said time designation means said

execution time for said object information that is selected.

53. An information processing apparatus according to claim 50, further comprising:

addition means for, instead of changing said execution time for said object information that is selected, adding to said object information storage means a process for carrying out said selected object information at a time different from said execution time.

54. An information processing apparatus according to claim 53, wherein said addition means adds a process for immediately executing said selected object information.

55. An information processing apparatus according to claim 53, further comprising:

time designation means for designating a time, wherein said addition means adds a process for executing said selected object information at the time designated by said time designation means.

56. An information processing apparatus according to claim 50, whereby said change means cancels processing for said object information that is

selected.

57. An information processing apparatus according to claim 56, further comprising:

5 history storage means for storing a history of the execution of object information,

wherein, when the execution of said object information that is selected is canceled by said change means, the history of said cancellation is stored in  
10 said history storage means.

58. An information processing method comprising:

a printing step of printing object information that is to be processed;

15 a display step of displaying as a list object information that is stored in an object information storage unit for storing said object information in conjunction with a corresponding execution time;

an object information selection step of selecting  
20 object information from said object information list;

a change step of changing said execution time that is stored in said object information storage unit in conjunction with said object information selected at said object information selection step; and

25 a control step of performing said printing step so that said object information stored in said object information storage unit is printed at said execution

time that is stored therein in conjunction with said object information.

5 59. An information processing method according to claim 58, wherein at said change step, said execution time for said object information that is selected is changed into one for immediate execution.

10 60. An information processing method according to claim 58, further comprising:

a time designation step of designating a time, wherein at said change step, said execution time for said object information that is selected is changed into said time that is designated at said time designation step.

15

61. An information processing method according to claim 58, further comprising:

20 an addition step of, instead of changing said execution time for said object information that is selected, adding to said object information storage unit a process for carrying out said selected object information at a time different from said execution time.

25

62. An information processing method according to claim 61, wherein a process for immediately executing

said selected object information is added at said addition step.

5        63. An information processing method according to claim 61, further comprising:

        a time designation step of designating a time, wherein said addition step adds a process for executing said selected object information at the time designated at said time designation step.

10

        64. An information processing method according to claim 58, wherein processing for said object information that is selected is canceled at said change step.

15

        65. An information processing method according to claim 64, further comprising:

20        a history storage step of storing, in said history storage unit, a history of the execution of object information in conjunction with a process type,

        wherein, when the execution of said object information that is selected is canceled at said change step, the history of said cancellation is stored in said history storage unit.

25

        66. A storage medium on which is stored a program, which comprises:

a printing step of printing object information that is to be processed;

a display step of displaying as a list object information that is stored in an object information storage unit for storing said object information in  
5 conjunction with a corresponding execution time;

an object information selection step of selecting object information from said object information list;

a change step of changing said execution time that  
10 is stored in said object information storage unit in conjunction with said object information selected at said object information selection step; and

a control step of performing said printing step so that said object information stored in said object  
15 information storage unit is printed at said execution time that is stored therein in conjunction with said object information.

67. An information processing apparatus  
20 comprising:

execution means for performing a process;

history storage means for storing, as a process history, the type of process that is performed and object information;

25 list display means for displaying as a list process histories that are stored in said history storage means;



history selection means for selecting a process history from said list; and

re-execution control means for permitting said execution means to again execute a process related to said history selected by said history selection means.

68. An information processing apparatus according to claim 67, further comprising:

setup change means for changing the setup of a process that is related to said process history selected by said history selection means,

wherein based on a setup updated by said setup change means, said re-execution control means executes said process related to said history that is selected.

69. An information processing apparatus according to claim 67, wherein said setup change means changes the setup concerning the place of execution for said process that is related to said selected history.

70. An information processing apparatus according to claim 67, wherein said setup change means changes the setup for an execution time for said process that is related to said selected history.

71. An information processing apparatus according to claim 67, wherein said setup change means changes

the setup for the type of said process that is related to said selected history.

72. An information processing apparatus according  
5 to claim 67, wherein said execution means is means for printing object information.

73. An information processing apparatus according  
to claim 67, wherein said execution means is means for  
10 transmitting object information.

74. An information processing apparatus according  
to claim 73, wherein for a transmission said execution  
means copies object information stored in said history  
15 storage means and transmits the copy.

75. An information processing apparatus according  
to claim 73, wherein for a transmission said execution  
means deletes object information stored in said history  
20 storage means.

76. An information processing apparatus according  
to claim 67, wherein said history storage means stores  
each object information history item in conjunction  
25 with a corresponding user.

77. An information processing apparatus according

to claim 67, further comprising:

management means for deleting an object  
information history item from said history storage  
means when a predetermined period of time has elapsed  
5 since the execution of said object information.

78. An information processing apparatus according  
to claim 67, further comprising:

time setup means for setting said predetermined  
10 period of time.

79. An information processing apparatus  
comprising:

history storage means for storing the type of  
15 process that is performed and object information;

list display means for displaying as a list  
process histories that are stored in said history  
storage means;

deletion instruction means for selecting a history  
20 from said list and for issuing an instruction to delete  
said history from said history storage means;

determination means for determining whether object  
information that is related to said history instructed  
by said deletion instruction means is stored in said  
25 history storage means in conjunction with the name of  
another user whose name differs from that of the user  
who issued said instruction; and

deletion means for, when said object information is stored in conjunction with said name of said other user, deleting from said history storage means a portion that is related to said user who issued said instruction to delete said history, and for, when said object information is not stored in conjunction with the name of said other user, deleting from said history storage means said object information that is related to said history for which deletion is instructed.

10

80. An information processing method comprising:  
an execution step of performing a process;  
a history storage step of storing the type of process that is performed and object information as a process history in a history storage unit;  
a list display step of displaying as a list process histories that are stored in said history storage unit;  
a history selection step of selecting a process history from said list; and  
a re-execution step of again executing a process related to said history selected at said history selection step.

15

20

25

81. An information processing method according to claim 80, further comprising:  
a setup change step of changing the setup of a

process that is related to said process history  
selected at said history selection step,

wherein based on a setup updated at said setup  
change step, said process related to said history that  
5 is selected is executed at said re-execution control  
step.

82. An information processing method according to  
claim 80, wherein the setup concerning the place of  
10 execution for said process that is related to said  
selected history is changed at said setup change step.

83. An information processing method according to  
claim 80, wherein the setup for an execution time for  
15 said process that is related to said selected history  
is changed at said step change step.

84. An information processing method according to  
claim 80, wherein the setup for the type of said  
20 process that is related to said selected history is  
changed at said setup change step.

85. An information processing method according to  
claim 80, wherein said execution step is a step of  
25 printing object information.

86. An information processing method according to

claim 80, wherein said execution step is a step of transmitting object information.

87. An information processing method according to  
5 claim 86, wherein, for a transmission, object  
information stored in said history storage unit is  
copied and the copy is transmitted at said execution  
step.

10 88. An information processing method according to  
claim 86, wherein, for a transmission, object  
information stored in said history storage unit is  
deleted at said execution step.

15 89. An information processing method according to  
claim 80, wherein said history storage unit stores each  
object information history item in conjunction with a  
corresponding user.

20 90. An information processing method according to  
claim 80, further comprising:

a management step of deleting an object  
information history item from said history storage unit  
when a predetermined period of time has elapsed since  
25 the execution of said object information.

91. An information processing method according to

claim 80, further comprising:

a time setup step of setting said predetermined period of time.

5           92. An information processing method comprising:  
a history storage step of storing in a history storage unit the type of process that is performed and object information;

10           a list display step of displaying as a list process histories that are stored in said history storage unit;

a deletion instruction step of selecting a history from said list and of issuing an instruction to delete said history from said history storage unit;

15           a determination step of determining whether object information that is related to said history instructed at said deletion instruction step is stored in said history storage unit in conjunction with the name of another user whose name differs from that of the user  
20 who issued said instruction; and

a deletion step of, when said object information is stored in conjunction with said name of said other user, deleting from said history storage unit a portion that is related to said user who issued said  
25 instruction to delete said history, and of, when said object information is not stored in conjunction with the name of said other user, deleting from said history

storage unit said object information that is related to said history for which deletion is instructed.

93. A storage medium on which is stored a  
5 program, which comprises:

an execution step of performing a process;

a history storage step of storing the type of  
process that is performed and object information as a  
process history in a history storage unit;

10 a list display step of displaying as a list  
process histories that are stored in said history  
storage unit;

a history selection step of selecting a process  
history from said list; and

15 a re-execution step of again executing a process  
related to said history selected at said history  
selection step.

94. A storage medium on which is stored a  
20 program, which comprises:

a history storage step of storing in a history  
storage unit the type of process that is performed and  
object information;

a list display step of displaying as a list  
25 process histories that are stored in said history  
storage unit;

a deletion instruction step of selecting a history



from said list and of issuing an instruction to delete said history from said history storage unit;

5 a determination step of determining whether object information that is related to said history instructed at said deletion instruction step is stored in said history storage unit in conjunction with the name of another user whose name differs from that of the user who issued said instruction; and

10 a deletion step of, when said object information is stored in conjunction with said name of said other user, deleting from said history storage unit a portion that is related to said user who issued said instruction to delete said history, and of, when said object information is not stored in conjunction with  
15 the name of said other user, deleting from said history storage unit said object information that is related to said history for which deletion is instructed.

20 95. An information processing apparatus comprising:

management means for managing a process to be completed in correspondence with a user who has entered an instruction for said process;

25 instruction means for issuing a predetermined instruction;

determination means for referring to said management means to determine whether the performance

of a process that has previously been instructed by  
said user continues not to have been performed; and

notification means for, when said determination  
means determines that there is a process that has not  
yet been performed, transmitting to said user a  
notification to that effect.

96. An information processing apparatus according  
to claim 95, wherein said predetermined instruction is  
a logout instruction, and wherein said notification  
means includes an alarm means for issuing an alarm to a  
user before said logout is performed.

97. An information processing apparatus according  
to claim 95, wherein said notification means includes  
display means for displaying a list in which is  
provided an identifier for said process that has not  
yet been performed.

98. An information processing apparatus according  
to claim 95, wherein said notification means includes  
printing means for printing a list in which is provided  
an identifier for said process that has not yet been  
performed.

99. An information processing apparatus according  
to claim 97 or 98, wherein said notification means

further provides identifiers for users of said list.

100. An information processing apparatus  
according to claim 95, further comprising:

5 acceptance means for accepting from an external  
device an inquiry, concerning the status of a process  
performed by a user, that includes an identifier that  
is provided for said process; and

10 execution means for performing a process that is  
related to said process having said identifier that is  
included in said inquiry accepted by said acceptance  
means.

101. An information processing apparatus  
15 according to claim 100, wherein said execution means  
provides, as a response, the execution state of said  
process having said identifier.

102. An information processing apparatus  
20 according to claim 100, wherein said inquiry includes  
an operating instruction for said process having said  
identifier, and said execution means performs said  
operation.

25 103. An information processing apparatus  
according to claim 100, wherein said acceptance means  
accepts a telephone inquiry.

104. An information processing apparatus according to claim 95, wherein said process includes the reading, the printing or the communication of information.

5

105. An information processing apparatus comprising:

acceptance means for accepting an inquiry from an external apparatus concerning the status of an apparatus currently employed by a user; and

10

execution means for performing a process that corresponds to said inquiry accepted by said acceptance means.

15

106. An information processing apparatus according to claim 105, wherein said inquiry is related to the current status of said apparatus, and said execution means furnishes said user said status of said apparatus.

20

107. An information processing apparatus according to claim 105, wherein said inquiry is related to the current status of said process that said apparatus was instructed to perform, and said execution means furnishes said user said status of said process.

25

108. An information processing apparatus

according to claim 105, wherein said inquiry includes an identifier for a process, and said execution means furnishes said user the status of said process that corresponds to said identifier.

5

109. An information processing apparatus according to claim 105, wherein said inquiry includes an instruction for an operation for a process that said apparatus was instructed to perform, and said execution means performs said operation.

10

110. An information processing apparatus according to claim 109, wherein said operation includes the deletion of the execution of said process that said apparatus was instructed to perform.

15

111. An information processing apparatus according to claim 109, wherein said operation includes the execution of said process that said apparatus was instructed to perform.

20

112. An information processing apparatus according to claim 105, wherein said acceptance means accepts a telephone inquiry.

25

113. An information processing apparatus according to claim 105, wherein said process includes

the reading, the printing or the communication of information.

114. An information processing method comprising:  
5 a management step of managing a process to be completed in correspondence with a user who has entered an instruction for said process;

an instruction step of issuing a predetermined instruction;

10 a determination step of referring to data managed at said management step to determine whether the performance of a process that has previously been instructed by said user continues not to have been performed; and

15 a notification step of, when said determination means determines that there is a process that has not yet been performed, transmitting to said user a notification to that effect.

20 115. An information processing method according to claim 114, wherein said predetermined instruction is a logout instruction, and wherein said notification step includes an alarm step of issuing an alarm to a user before said logout is performed.

25

116. An information processing method according to claim 114, wherein said notification step includes a

display step of displaying a list in which is provided an identifier for said process that has not yet been performed.

5           117. An information processing method according to claim 114, wherein said notification step includes a printing step of printing a list in which is provided an identifier for said process that has not yet been performed.

10

          118. An information processing method according to claim 116 or 117, wherein said notification step further provides identifiers for users of said list.

15

          119. An information processing method according to claim 114, further comprising:

          an acceptance step of accepting from an external device an inquiry, concerning the status of a method employed by a user, that includes an identifier that is provided for said process; and

20

          an execution step of performing a process that is related to said process having said identifier that is included in said inquiry accepted at said acceptance step.

25

          120. An information processing method according to claim 119, wherein at said execution step, the

execution state of said process having said identifier is provided as a response.

121. An information processing method according  
5 to claim 119, wherein said inquiry includes an  
operating instruction for said process having said  
identifier, and said operation is performed at said  
execution step.

10 122. An information processing method according  
to claim 119, wherein a telephone inquiry is accepted  
at said acceptance step.

123. An information processing method according  
15 to claim 114, wherein said process includes the  
reading, the printing or the communication of  
information.

124. An information processing method comprising:  
20 an acceptance step of accepting an inquiry from an  
external apparatus concerning the status of a method  
currently employed by a user; and

an execution step of performing a process that  
corresponds to said inquiry accepted at said acceptance  
25 step.

125. An information processing method according



to claim 124, wherein said inquiry is related to the current status of said apparatus, and wherein at said execution step, said status of said apparatus is furnished to said user.

5

126. An information processing method according to claim 124, wherein said inquiry is related to the current status of said process that said apparatus was instructed to perform, and wherein at said execution  
10 step, said status of said process is furnished to said user.

127. An information processing method according to claim 125, wherein said inquiry includes an  
15 identifier for a process, and wherein at said execution step, the status of said process that corresponds to said identifier is furnished to said user.

128. An information processing method according  
20 to claim 124, wherein said inquiry includes an instruction for an operation for a process that was instructed to perform using said method, and wherein said operation is performed at said execution step.

25 129. An information processing method according to claim 128, wherein said operation includes the deletion of the execution of said process that was

instructed to perform using said method.

130. An information processing method according to claim 128, wherein said operation includes the  
5 execution of said process that was instructed to perform using said method.

131. An information processing method according to claim 124, wherein a telephone inquiry is accepted  
10 at said acceptance step.

132. An information processing method according to claim 124, wherein said process includes the reading, the printing or the communication of  
15 information.

133. A storage medium on which is stored a program, which comprises:

a management step of managing a process to be  
20 completed in correspondence with a user who has entered an instruction for said process;

an instruction step of issuing a predetermined instruction;

a determination step of referring to data managed  
25 at said management step to determine whether the performance of a process that has previously been instructed by said user continues not to have been

performed; and

a notification step of, when said determination means determines that there is a process that has not yet been performed, transmitting to said user a notification to that effect.

134. A storage medium on which is stored a program, which comprises:

an acceptance step of accepting an inquiry from an external apparatus concerning the status of a method currently employed by a user; and

an execution step of performing a process that corresponds to said inquiry accepted at said acceptance step.

135. An information processing apparatus comprising:

input means for entering a password at the log-in; identification means for identifying an operator based on said password that is input; and

control means for, when said operator is a common user who is permitted to log in, permitting said user to log in and displaying a menu screen for a common user, and for, when said operator is a manager, permitting said manager to log in and displaying a menu screen for said manager.

136. An information processing apparatus according to claim 135, wherein said control means determines whether a process that is related to said common user who has permission to log in has been  
5 stored, and wherein, when said control means determines that said process has been stored, a list for said process is displayed as a process selection menu, and when said process has not been stored, a menu is displayed for instructing a new process.

10

137. An information processing apparatus according to claim 135, further comprising:

logout instruction means for instructing a logout;  
and

15

logout screen display means for, upon receiving an instruction from said logout instruction means, displaying a logout screen that corresponds to said operator who has been identified.

20

138. An information processing apparatus according to claim 135, further comprising:

information processing means for performing, at the least, either the reading or the printing of information.

25

139. An information processing apparatus comprising:

identification means for ascertaining whether an operator is a manager;

permission means for permitting said operator to instruct the deletion of all printing instructions  
5 stored in a print queue; and

deletion means for, upon receipt of said instruction, deleting all of said printing instructions in said print queue.

10 140. An information processing apparatus according to claim 139, further comprising:

notification means for notifying users who issued said printing instructions that have been deleted by said deletion means of the deletion of said printing  
15 instructions.

141. An information processing apparatus according to claim 139, further comprising:

information processing means for performing, at  
20 the least, either the reading or the printing of information.

142. An information processing apparatus comprising:

25 identification means for ascertaining whether an operator is a manager;

permission means for permitting said operator to

setup a general limit for a process instruction; and  
management means for managing said process  
instruction based on said setup.

5           143. An information processing apparatus  
according to claim 142, wherein said general limit for  
said process instruction includes at least one of an  
initial value for a holding period for a process  
instruction for holding, a maximum period of time for  
10 holding a process instruction as a history, a  
changeable range for an execution time for a process  
instruction, the size of a process instruction and an  
initial value for a protocol.

15           144. An information processing apparatus  
according to claim 142, further comprising:  
information processing means for performing, at  
the least, either the reading or the printing of  
information.

20           145. An information processing apparatus  
comprising:  
proxy device setup means for setting up as a proxy  
device a different device having a voice modem; and  
25 communication control means for performing voice  
communication by telephone using said device that is  
set up by said proxy device setup means.

146. An information processing apparatus according to claim 145, wherein said proxy device setup means is capable of setting a plurality of devices as proxies.

5

147. An information processing apparatus according to claim 145, further comprising:

information processing means for performing, at the least, either the reading or the printing of information.

10

148. An information processing method comprising: an input step of entering a password at the login;

15

an identification step of identifying an operator based on said password that is input; and

20

a control step of, when said operator is a common user who is permitted to log in, permitting said user to log in and displaying a menu screen for a common user, and of, when said operator is a manager, permitting said manager to log in and displaying a menu screen for said manager.

25

149. An information processing method according to claim 148, wherein it is determined at said control step whether a process that is related to said common user who has permission to log in has been stored, and

wherein, when it is determined at said control step  
that said process has been stored, a list for said  
process is displayed as a process selection menu, and  
when said process has not been stored, a menu is  
5 displayed for instructing a new process.

150. An information processing method according  
to claim 148, further comprising:

a logout instruction step of instructing a logout;  
10 and

a logout screen display step of, upon receiving an  
instruction at said logout instruction step, displaying  
a logout screen that corresponds to said operator who  
has been identified.

15

151. An information processing method according  
to claim 148, further comprising:

an information processing step of performing, at  
the least, either the reading or the printing of  
20 information.

152. An information processing method comprising:  
an identification step of ascertaining whether an  
operator is a manager;

25 a permission step of permitting said operator to  
instruct the deletion of all printing instructions  
stored in a print queue; and



a deletion step of, upon receipt of said instruction, deleting all of said printing instructions in said print queue.

5           153. An information processing method according to claim 152, further comprising:

a notification step of notifying users who issued said printing instructions that have been deleted at said deletion step of the deletion of said printing  
10 instructions.

154. An information processing method according to claim 152, further comprising:

an information processing step of performing, at  
15 the least, either the reading or the printing of information.

155. An information processing method comprising:  
an identification step of ascertaining whether an  
20 operator is a manager;

a permission step of permitting said operator to setup a general time limit for a process instruction;  
and

a management step of managing said process  
25 instruction based on said setup.

156. An information processing method according

to claim 155, wherein said general limit for said process instruction includes at least one of an initial value for a holding period for a process instruction for holding, a maximum period of time for holding a process instruction as a history, a changeable range for an execution time for a process instruction, the size of a process instruction and an initial value for a protocol.

10           157. An information processing method according to claim 155, further comprising:

an information processing step of performing, at the least, either the reading or the printing of information.

15

158. An information processing method comprising:

a proxy device setup step of setting up as a proxy device a different device having a voice modem; and

20           a communication control step of performing voice communication by telephone using said device that is set up at said proxy device setup step.

25           159. An information processing method according to claim 158, wherein at said proxy device setup step, a plurality of devices are capable of being set as proxies.

160. An information processing method according to claim 158, further comprising:

an information processing step of performing, at the least, either the reading or the printing of  
5 information.

161. A storage medium on which is stored a program, which comprises:

an input step of entering a password at the log-  
10 in;

an identification step of identifying an operator based on said password that is input; and

a control step of, when said operator is a common user who is permitted to log in, permitting said user  
15 to log in and displaying a menu screen for a common user, and of, when said operator is a manager, permitting said manager to log in and displaying a menu screen for said manager.

20 162. A storage medium on which is stored a program, which comprises:

an identification step of ascertaining whether an operator is a manager;

a permission step of permitting said operator to  
25 instruct the deletion of all printing instructions stored in a print queue; and

a deletion step of, upon receipt of said

instruction, deleting all of said printing instructions in said print queue.

163. A storage medium on which is stored a  
5 program, which comprises:

an identification step of ascertaining whether an operator is a manager;

a permission step of permitting said operator to setup a general time limit for a process instruction;

10 and

a management step of managing said process instruction based on said setup.

164. A storage medium on which is stored a  
15 program, which comprises:

a proxy device setup step of setting up as a proxy device a different device having a voice modem; and

a communication control step of performing voice communication by telephone using said device that is  
20 set up at said proxy device setup step.

165. An information processing apparatus comprising:

object information storage means for storing  
25 object information to be processed;

object information list display means for displaying as a list object information stored in said

object information storage means;

object information selection means for selecting  
object information that is to be published;

setup means for setting a publication time limit;

5 and

published information registration means for  
registering as published information, in conjunction  
with said publication time limit that is set by said  
setup means, said object information in said published  
10 information storage means that is selected by said  
selection means.

166. An information processing apparatus  
according to claim 165, further comprising:

15 determination means for determining whether said  
allocated publication time has expired for  
corresponding object information stored in said  
published information storage means;

20 publication list display means for displaying as a  
list published information for which said determination  
means has determined that said allocated publication  
time has not expired;

published information selection means for  
selecting published information from said list  
25 displayed by said publication list display means; and

output means for outputting the contents of said  
published information selected by said selection means.

167. An information processing apparatus according to claim 166, wherein said published information storage means is provided for a different device, further comprising:

5        device selection means for selecting said different device; and

         communication means for communicating with said device that has been selected by said device selection means.

10

168. An information processing apparatus according to claim 167, wherein, to select said different device, said device selection means employs the address and the name of said different device.

15

169. An information processing apparatus according to claim 165, wherein said setup means designates a print time using an absolute date.

20        170. An information processing apparatus according to claim 169, wherein said setup means includes:

         calendar display means for displaying a calendar;  
and

25        date selection means for selecting a date included on said calendar displayed by said calendar display means, and wherein said setup means designates, as said

printing time, said date selected by said date selection means.

171. An information processing apparatus  
5 according to claim 165, wherein said setup means designates a print time using a relative date.

172. An information processing apparatus  
according to claim 171, wherein said setup means  
10 includes:

menu display means for displaying a menu; and  
item selection means for selecting an item from  
said menu displayed by said menu display means, and  
wherein said setup means designates, as said end date  
15 for said allocated publication time, a date that corresponds to said item selected by said item selection means.

173. An information processing method comprising:  
20 an object information list display step of displaying as a list object information stored in an object information storage unit for storing said object information to be processed;

an object information selection step of selecting  
25 object information that is to be published;

a setup step of setting a publication time limit;  
and

a published information registration step of registering as published information, in conjunction with said publication time limit that is set at said setup step, said object information in said published information storage unit that is selected at said selection step.

174. An information processing method according to claim 173, further comprising:

10 a determination step of determining whether said allocated publication time has expired for corresponding object information stored in said published information storage unit;

a publication list display step of displaying as a list published information for which it has been determined at said determination step that said allocated publication time has not expired;

15 a published information selection step of selecting published information from said list displayed at said publication list display step; and

20 an output step of outputting the contents of said published information selected at said selection step.

175. An information processing method according to claim 174, wherein said published information storage unit is provided for a different device, further comprising:



a device selection step of selecting said  
different device; and

a communication step of communicating with said  
device that has been selected at said device selection  
5 step.

176. An information processing method according  
to claim 175, wherein at said device selection step,  
the address and the name of said different device are  
10 employed to select said different device.

177. An information processing method according  
to claim 173, wherein at said setup step a print time  
is designated using an absolute date.  
15

178. An information processing method according  
to claim 177, wherein said setup step includes:

a calendar display step of displaying a calendar;  
and

20 a date selection step of selecting a date included  
on said calendar displayed at said calendar display  
step, and wherein at said setup step, said date  
selected at said date selection step is designated as  
said printing time.

25

179. An information processing method according  
to claim 173, wherein at said setup step, a print time

is designated using a relative date.

180. An information processing method according to claim 179, wherein said setup step includes:

5       a menu display step of displaying a menu; and  
      an item selection step of selecting an item from  
      said menu displayed at said menu display step, and  
      wherein at said setup means, a date that corresponds to  
      said item selected at said item selection step is  
10       designated as said end date for said allocated  
      publication time.

181. A storage medium on which is stored a program, which comprises:

15       an object information list display step of  
      displaying as a list object information stored in an  
      object information storage unit for storing said object  
      information to be processed;

      an object information selection step of selecting  
20       object information that is to be published;

      a setup step of setting a publication time limit;  
      and

      a published information registration step of  
      registering as published information, in conjunction  
25       with said publication time limit that is set at said  
      setup step, said object information in said published  
      information storage unit that is selected at said

selection step.

182. An information processing apparatus comprising:

5           published information storage means for storing  
information to be published in conjunction with a  
publication time limit;

          determination means for determining whether said  
publication time limit has expired for said information  
10       stored in said published information storage means;

          publication list display means for displaying as a  
list information for which said determination means has  
determined that said publication time limit has not yet  
expired;

15           information selection means for selecting  
information from said list displayed by said  
publication list display means; and

          output means for outputting the contents of  
information that is selected by said selection means.

20

183. An information processing apparatus  
according to claim 182, wherein said output means  
prints the contents of said information that is  
selected.

25

184. An information processing apparatus  
according to claim 182, wherein said output means

displays the contents of said information that is selected.

185. An information processing apparatus  
5 according to claim 182, wherein said publication list display means displays the name of said information that is selected and said allocated publication time.

186. An information processing apparatus  
10 according to claim 182, further comprising:

device selection means for selecting another device;

list request means for requesting from said device selected by said device selection means a list of  
15 information to be published that is stored in said selected device in conjunction with an allocated publication time;

display control means for permitting said publication list display means to display said  
20 information list that is transmitted in response to said request issued by said list request means;

information request means for requesting information included in said received list that is selected by said information selection means; and

25 output control means for permitting said output means to output the contents of said received information in response to a request from said

information request means.

187. An information processing method comprising:  
a determination step of determining whether said  
5 publication time limit has expired for information  
stored in a published information storage unit for  
storing said information to be published in conjunction  
with a publication time limit;

a publication list display step of displaying as a  
10 list information for which it has been determined at  
said determination step that said publication time  
limit has not yet expired;

an information selection step of selecting  
information from said list displayed at said  
15 publication list display step; and

an output step of outputting the contents of  
information that is selected at said information  
selection step.

20 188. An information processing method according  
to claim 187, wherein the contents of said information  
that is selected are printed at said output step.

189. An information processing method according  
25 to claim 187, wherein the contents of said information  
that is selected are displayed at said output step.

190. An information processing method according to claim 187, wherein the name of said information that is selected and said allocated publication time are displayed at said publication list display step.

5

191. An information processing method according to claim 187, further comprising:

a device selection step of selecting another device;

10 a list request step of requesting from said device selected at said device selection step a list of information to be published that is stored in said selected device in conjunction with an allocated publication time;

15 a display control step of displaying, at said publication list display step, said information list that is transmitted in response to said request issued by said list request means;

20 an information request step of requesting information included in said received list that is selected at said information selection step; and

an output control step of outputting, at said output step, the contents of said received information in response to a request issued at said information request step.  
25

192. A storage medium on which is stored a

program, which comprises:

5 a determination step of determining whether said  
publication time limit has expired for information  
stored in a published information storage unit for  
storing said information to be published in conjunction  
with a publication time limit;

10 a publication list display step of displaying as a  
list information for which it has been determined at  
said determination step that said publication time  
limit has not yet expired;

an information selection step of selecting  
information from said list displayed at said  
publication list display step; and

15 an output step of outputting the contents of  
information that is selected at said information  
selection step.